

## GOALS Short Track Training Hour Requirements For Managers

Acceptable training courses for the GOALS Certificate of Excellence include training sponsored by the Wisconsin Department Public of Instruction School Nutrition Team (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS). Other training may be credited with DPI approval. Wisconsin Department of Health Services/Wisconsin Department of Agriculture, Trade, and Consumer Protection (DHS/DATCP) food manager certification may be counted as 8 hours of food safety training.

<b>GOALS Required Training Hours – Existing Manager</b>		<b>Training Hours</b>
<b>NUTRITION</b>		
MENU PLANNING – 11 training hours		
Meal Pattern		8
Special Diets Including Food Allergies: Comprehensive Training		2
USDA Foods		1
<b>Total Training Hours Nutrition (Code 1000)</b>		<b>11</b>
<b>OPERATIONS</b>		
SERVING FOOD – 10 training hours		
Food Production Records		2
Portion Sizes		1
OVS		2
Culinary skills		4
Ergonomics		1
CASHIER AND POS – 2 training hours		
POS/Reimbursable Meals		2
PURCHASING AND PROCUREMENT – 4 training hours		
SNSDC Procurement Class		4
FOOD SAFETY AND HAACP – 8 training hours		
ServSafe Certificate or food safety equivalent <b>Required</b>		8
Food Safety Culture		1
Receiving and Recall		1
Wisconsin Food Code		1
<b>Total Training Hours Operations (Code 2000)</b>		<b>24</b>
<b>ADMINISTRATION</b>		
FOOD SERVICE PROGRAM MANAGEMENT – ELECTIVES		
Staff Management		2
Standard Operating Procedures (SOPs)		1
Healthy School Environment/Team Nutrition		2
Water, Energy and Waste		1
Emergency Plans		1

<b>FINANCIAL MANGEMENT – ELECTIVES</b>	
Financial Basics	4
Meal Counting and Claiming	2
School Foodservice Budgeting	2
School Foodservice Financial Analysis	1
Meal Pricing/Food Costing (PLE and Non-Program Foods)	1
<b>HUMAN RESOURCES AND STAFF TRAINING – 1 training hour</b>	
Civil Rights Training <b>Required</b>	1
Human Resource Management/Policy and Procedures	2
Professional Standards Training and Tracking	2
Retention, Promotion, Recognition	2
Employee Health, Safety And Wellness	2
<b>FACILITIES AND EQUIPMENT PLANNING - ELECTIVES</b>	
Purchasing and Maintenance	1
Equipment Maintenance and Care	1
<b>OTHER PROGRAMS – 1 training hour</b>	
Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk (overview)	1
<b>Total Training Hours Administration (Code 3000)</b>	<b>2</b>
<b>COMMUNICATIONS AND MARKETING – 4 training hours from the following areas</b>	
Strategic And Marketing Plans/Program Promotion <b>Required</b>	2
Customer Service	1
Communication Skills <b>Required</b>	2
School And Community Communications	1
Smarter Lunchroom Techniques	2
<b>Total Training Hours Communications (Code 4000)</b>	<b>4</b>
<b>Total Electives</b>	<b>4</b>
<b>Total training hours to earn Short Track GOALS Certificate – Existing Manager</b>	<b>45</b>